



DESCRIPTION AND SELECTION CRITERIA

POSITION TITLE:	AGED & DISABILITY REGISTERED NURSE
REPORTING TO:	AGED & DISABILITY MANAGER
LOCATION:	Alice Springs
LEVEL:	EA Level 7 (RN3-5 (86,882 - \$110,937) Pro rata)
CLASSIFICATION:	Fixed Term Contract to 30 June 2018

OBJECTIVES OF THE POSITION:

Operating under the direction of the Aged & Disability Manager and in accordance with Council corporate plans, policies and relevant legislation this position is responsible for Nursing and Allied Health Therapy including assessment and promotion of continence health, assessment of clients, dementia assessment, Quality Improvement training and supporting support staff in accordance with program guidelines and in a culturally sensitive manner.

DUTIES AND RESPONSIBILITIES:

Leadership

- Ability to work both autonomously and cooperatively within a team, with the flexibility to adapt to changing priorities.
- Provide specialist, advice and support staff and clients in regards to incontinence management and dementia management.
- Collaborate with a range of organisations to ensure effective support to clients and their families, including issues related to risk and assessment.
- Initiate Continuous Quality Improvement (CQI) activities and engage in continuing professional development to promote broader advancement of training and assessment.

Case Management/Client Service Coordination

- Responsible for assessment of client files, care plans, assessment/reassessment of client needs.
- Responsible for the collection and reporting of client specialised needs.

Training

- Provide work place support and training needs to staff, focusing on manual handling, assessments and sharing of information and knowledge.

- Work cohesively with approved training providers visiting service delivery sights.
- Foster and ensure all cross cultural needs are met for clients.

WH&S and Quality Standards

- Comply with CDRC organisational WHS policies, Program policies and Food Safety requirements.
- Initiate, coordinate and document regular staff meetings in accordance to WHS standards.
- Monitor safety of all staff and clients and report risk hazards and incidents.

SELECTION CRITERIA

Essential:

- Current registration as a Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA) with experience working in an Aged Care environment.
- Excellent interpersonal skills and demonstrated ability to work safely and effectively with minimal supervision and manage time effectively.
- Demonstrated ability to produce high quality and accurate reports in relation to the assessed needs of clients.
- Demonstrated knowledge of or experience in the delivery of Quality Improvement activities.
- An ability to interact effectively with people from diverse cultures.
- Current manual drivers licence or ability to obtain prior to commencement.
- Knowledge and understanding of Work Health and Safety relating to remote travel, processes and reporting,.
- An awareness of issues affecting Aboriginal people in remote locations and ability to provide effective leadership in a cross-cultural environment.
- Excellent ability to build external stakeholder relationships, demonstrate negotiation, consultation, networking and partnering skills.
- Developed knowledge of incontinence and dementia assessment and management.
- Criminal History Police Check/ Ochre card.
- Manual Handling/Fire Safety-fire evacuation.

Desirable:

- Currently hold or willingness to obtain a Cert IV Training and Assessment
- Experience working remotely with Aboriginal Torres Strait Islander people

POSITION ATTRIBUTES:

Level 7

Level 7 covers specialist technical employees undertaking duties in excess of Level 6 and is the entry level for graduate professional employees.

Authority and accountability: Provides professional and/or specialist technical services to complete assignments or projects in consultation with other employees. May work with a team of employees requiring the review and approval of more complex elements of the work.

Judgment and problem solving: Problems require assessment of a range of options having elements of complexity in reaching decisions and making recommendations. Precedent is available from the employer's internal sources, and assistance is usually available from other professional and/or specialist technical employees in the work area.

Specialist knowledge and skills: Positions require considerable knowledge and a level of skill in a specific area to resolve issues having elements of complexity which may not be clearly defined.

Management skills: Technical and administrative employees at this level may manage minor projects involving employees in lower levels and other resources. Graduate professional employees at this level are not expected to perform such management functions.

Interpersonal skills: Persuasive skills are required to participate in technical discussions to resolve problems, explain policy and reconcile viewpoints. Employees may write reports in the field of their expertise and/or prepare external correspondence.

Qualifications and experience: Skills and knowledge needed are beyond those normally acquired through the completion of secondary education alone and normally acquired through completion of a degree with little or no relevant work experience, or a diploma with considerable work experience.

Organisational Relationships:

Reports to:	Aged & Disability Manager
Supervises:	Nil
Internal Liaisons:	Managers, Coordinators and Workers
External Liaisons:	Government and any other relevant stakeholders when authorised

Note to Candidates.

The Aged & Disability Registered Nurse is expected to:

- Work with Aboriginal people that speak Anmatjere, Arrernte, Alyawarra and/or Warlpiri as a first language.
- Partake in employee WH&S induction program
- Partake in 4 WD training
- Partake in Cross Cultural Training

- Produce Current Criminal History Police Check and Ochre Card
- Meet all the requirements of the Council Code of Conduct..

People of Aboriginal and Torres Strait Islander descent are encouraged to apply.

Applications will not normally be acknowledged on receipt. Only short listed applicants will be contacted regarding the next phase in the selection process. To those applicants who are not short listed, we extend our thanks for considering Central Desert Regional Council as a potential employer.

Prior to appointment the successful applicant will need to provide a police clearance certificate and evidence of their eligibility to work in Australia.



VISION – TWO WAYS, ONE OUTCOME

(Indigenous and non-indigenous people working together for the best outcomes)

**INFORMATION FOR APPLICANTS FOR THE POSITION OF
Aged & Disability Registered Nurse**

Central Desert Regional Council covers the following communities: Lajamanu, Yuendumu, Nyirripi, Yuelamu, Willowra, Ti Tree, Wilora, Nturiya, Pmara Jutunta, Laramba, Engawala, Atitjere and associated outstations plus a large area of currently unincorporated land.

The Regional Council which has been operational as from 1 July 2008 has an area of approximately 282,093 square kilometres and a population of 4,591.

CONTRACT

The successful applicant will be employed under a part time fixed term employment contract.

SALARY

In accordance with the CDRC Enterprise Agreement of 2016-19, this is classified as a Level 7 position. Due to identified skill shortage the position will be remunerated as an RN 3-5. The salary range of the RN 3-5 will be 86,882 - \$110,937. This will be commensurate with experience.

Salary increase stipulated in the CDRC Enterprise Agreement will apply after 30 June 2017. Salary step increases within the salary level will be subject to good performance.

SUPERANNUATION

Employer contributes 9.5 % superannuation – employee shall have complete freedom of choice over the complying fund that their contributions are paid to, with the default being the State Wide Super.

SALARY SACRIFICING

Council has entered into a contractual relationship with Remserv to administer the salary packaging process on its behalf. Remserv is offering a suite of benefits which Council believes may be useful to our staff. For more information please contact them on remserv@remserv.com.au or on 1300 30 39 40.

Staff are encouraged to seek independent financial advice over salary packaging.

NOTE: Local Government Councils are not entitled to Public Benevolent Institution Taxation Benefits and consequently Council cannot legally offer such benefits.

ANNUAL LEAVE

A permanent full time employee accrues 4.385 hours annual leave for every week of continuous service.

A loading of 17.5% of salary shall be paid to the employee when taking leave. Annual leave shall be taken at such a time which is mutually convenient to the Council and the employee. An employee may only accrue annual leave up to a maximum of 40 days. If an employee accrues more than this number of days they will be directed to take leave of a period of not less than 10 continuous working days within four weeks of accumulating excess leave.

Council may, under exceptional circumstances only, approve a written request from an employee to cash-in their accrued annual leave so long as the employee will be left with at least four weeks of accrued annual leave after the leave is cashed-in. The employee will be paid at least the full amount that they would have received if they had taken leave instead.

Termination payments will include leave loading for any accrued annual leave.

LONG SERVICE LEAVE

This clause is read with and is subject to the *Long Service Leave Act (NT)* and section 109 of the *Local Government Act*.

An employee who has completed ten (10) years of continuous service will be entitled to thirteen (13) weeks of paid long service leave. However, an employee after seven (7) years of continuous service may take pro rata long service leave.

The balance of long service leave accrued after the completion of each ten (10) years of service (that is, taking into account any pro rata long service leave previously taken) must be taken as soon as practicable after the completion of that period and in any event totally expended within twelve (12) months of the completion of that period unless otherwise approved by the CEO.

Long service leave may only be taken in one (1) block or in not less than four (4) week blocks as agreed to by Council.

An employee must give at least four (4) weeks' notice of intention to take long service leave or part thereof.

Employees may be permitted to take LSL at double the time for half pay.

An employee, having less than ten (10) years but more than seven (7) years of continuous service, who ceases employment for any other reason than serious

misconduct will be paid for 1.3 weeks leave for each year of completed service unless previously taken under G5.2.

In accordance with section 109 of the *Local Government Act 2008* (NT), an employee who enters into the service of Council from another council, a local government subsidiary within the Northern Territory or the Local Government Association Northern Territory is entitled to long service leave that has accrued with the employee's previous employer to accompany and be available to the employee following that entry.

PERSONAL/CARERS' LEAVE

A permanent full time employee accumulates Personal/Carers' Leave at the rate of 1.754 hours per week.

An employee may take paid Personal/Carers' Leave if the leave is taken:

- Because the employee is not fit for work because of a personal illness, or personal injury affecting the employee; or
- To provide care or support to a member of the employee's immediate family, or a member of the employee's household, who requires care or support because of:
 - A personal illness, or personal injury, affecting the member, or
 - An unexpected emergency affecting the member.
- For dealing with the consequences of domestic violence to the employee, immediate family or a member of the employee's household.
- For paternity leave purposes to a maximum of three weeks

The term immediate family includes:

- spouse, de facto partner, child (including foster child), parent, grandparent, grandchild or sibling of the employee
- child (including foster child), parent, grandparent, grandchild or sibling of a spouse or de facto partner of the employee

An employee, or if unable, a representative, must notify their supervisor of their non-attendance within 30 minutes of their commencement time, or as early as reasonably practicable thereafter, in order to use that day as personal/carers' leave.

*Refer to the CDRC Enterprise Agreement for the rest of the clauses.

STUDY LEAVE

Employees may apply for reasonable study leave to undertake courses of study that are additional to the training and development opportunities directed by Council. Approval by the Chief Executive Officer is subject to the course(s) complementing Council's goals and strategies and being relevant to the work of the Employee.

*Refer to the CDRC Enterprise Agreement for the rest of the clauses.

LEAVE WITHOUT PAY

The Chief Executive Officer may grant leave without pay for reasons not covered by other types of leave only after all other types of leave have been exhausted.

HOURS OF WORK

The ordinary hours of work will be 76 hours over fourteen consecutive days. A standard day is 7.6 hours unless otherwise authorised by Council. A standard day may be up to 10 hours, or 12 hours with employee agreement.

The ordinary hours of work may be worked on any or all days Monday to Friday with no limitation on start or finishing times.

The ordinary span hours of work for Agency and Commercial employees may be agreed between the employee and the Council in line with prescribed individual flexibility provisions and the requirements of the business operations, and may include weekends.

CEREMONIAL LEAVE

An employee who has been employed by Council for a minimum of six months and who is required to perform cultural or ceremonial duties may, on the production of evidence satisfactory to the CEO, be granted up to ten (10) days leave per year for such duties.

Where this involves time away from work employees must first utilise TOIL and annual leave before utilising cultural/religious leave. Cultural/Religious leave will be cumulative one day per completed month of service to a maximum of 10 days per annum.

Cultural leave does not accumulate from year to year.

Employees may request approval for additional unpaid leave for the purpose of cultural leave or sorry business.

PUBLIC HOLIDAYS

CDRC Enterprise Agreement leave conditions will apply. Refer to the Enterprise Agreement.

PROBATION

The employee's employment will be subject to an initial probationary period of six months.

RELOCATION EXPENSES

The Regional Council's relocation policy which is on the website will apply.